



## **\*CAREER OPPORTUNITY\***

### **UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT DENVER, COLORADO**

**Position:** Legal/Administrative Analyst (15E12)

**Appointment:** Full-time

**Closing Date:** Open Until Filled – Preference given to applications received by November 01, 2015

**Salary Range:** CL 26/27 (\$45,767 - \$81,728) *Salary is commensurate with experience, qualifications, and education*

#### **Position Overview:**

The Office of the Circuit Executive is seeking a Legal/Administrative Analyst to be a member of the Judicial Resources team which provides administrative and operational support to the Court of Appeals. The Judicial Resources team performs a variety of tasks including: review and analysis of submissions before the circuit's Judicial Council; analysis of statistical data for reporting purposes; conference planning and administration; and overall administrative support to all units within the circuit.

#### **Representative Duties:**

- Review Judicial Council requests and draft submissions to the Judicial Council on matters such as: judgeship surveys, temporary emergency funds, relocation expenses, magistrate judge recalls, local court rules, and teaching requests.
- Gather, organize, and analyze data and statistics for reporting purposes, including creating and maintaining the circuit's annual report, compiling judge case statistics, and assisting with calendaring of oral arguments.
- Initiate senior judge certifications for pay and space allocations on an annual basis.
- Assist with the coordination and execution of events and meetings, specifically circuit judicial conferences. Assist with the coordination of travel arrangements for judges and staff.
- Review and analyze policies, procedures and legal documents, and prepare correspondence, and answer inquiries from judges, court unit executives, and court staff.
- Facilitate the circuit's internal controls and audit review program.
- Create, update, and disseminate materials related to the court's Continuity of Operations Plan and Occupant Emergency Preparedness Plan.
- Facilitate the maintenance of cell-phones, including ordering and upgrading, changing and adding features and plan options to existing contracts, and managing the tracking and inventory of cell phones.
- Initiate and coordinate community outreach projects.

#### **Qualifications and Requirements:**

- Bachelor's degree from an accredited college or university.
- A minimum of two years of specialized experience in judicial or legal administration. Experience in a court setting preferred.
- Ability to work independently and as a member of a close-knit team.
- Excellent interpersonal communication and customer service skills.
- Ability to demonstrate initiative, good judgment, professionalism, and follow-through.
- Superior organizational skills and the ability to manage multiple priorities.

#### **How to Apply:**

Submit cover letter and resume as one single PDF attachment to [HR@ca10.uscourts.gov](mailto:HR@ca10.uscourts.gov). Reference vacancy announcement 15E12 in the subject line. Incomplete applications will not be considered.

#### **Information for Applicants:**

Applicants must be eligible to work in the United States. Appointment is contingent upon successful completion of a background investigation. Employees of the U.S. Courts are "at will." Employees are subject to the Judicial Code of Conduct. Only applicants selected for interview will be contacted. The United States Courts are equal opportunity employers.